

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12-62

OPEN TO: US Citizen Eligible Family Members (USEFMs),
And US Citizen Members of Household (MOH) – All
Agencies

POSITION: Program Analyst

OPENING DATE: June 7, 2012

CLOSING DATE: June 20, 2012

WORK HOURS: One position (40 hours per week)

SALARY: *EFM: (Position Grade: FP-5)
The hiring mechanism is based on Personal Services Agreement
(PSA) not a Family Member Appointment (FMA).

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED
BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION
UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR
CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN
COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM
AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST**

The U.S. Embassy in Amman is seeking an individual for the Program Analyst position
in the Department of Homeland Security / Transportation Security Administration Office

BASIC FUNCTION OF POSITION

The incumbent of this position performs a multitude of functions and serves as the
Program Analyst responsible for the full range of programmatic, budgetary, and
administrative activities that provide the infrastructure necessary to accomplish the
regional mission of the Transportation Security Administration (TSA).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation

1. Bachelors Degree in one of the following: International relations/communications, public diplomacy, or business management. is required.
2. Minimum three years in administrative experience, 2 of which being in accounting or bookkeeping are required.
3. Level 4 reading/speaking English is required.
4. Advanced proficiency with Microsoft Excel and Word, and basic computer skills in Microsoft PowerPoint, Excellent interpersonal, verbal, and written communication skills is required.
5. Must be able to obtain and retain a security clearance at the level a Top Secret.

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

7. Per Post Management Policy number 31, we only welcome applications when the Eligible Family Member Applicant is within 30 days of arrival.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: June 20, 2012

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.